

## TEST 1

### UNIT 7

#### Working with words

##### 1- Choose the correct answer.

**Journalist** Will the fact that so many companies are now outsourcing <sup>1</sup>*lead to / free up* major job losses over here?

**Politician** Certainly jobs in <sup>2</sup>*infrastructure / sectors* such as telecommunications and IT could be affected.

**Journalist** But this means <sup>3</sup>*skilled / offshore* workers are out of work. Where will they find new jobs?

**Politician** Well, of course, companies will retain their core <sup>4</sup>*activities / facilities* which will always need well-qualified people with <sup>5</sup>*expertise / growth*. I also want to add that outsourcing is necessary for companies to <sup>6</sup>*gain / get through* a competitive edge. Without <sup>7</sup>*streamlining / achieving* their operations they won't survive in the global economy.

#### Business communication skills

##### 2- Complete these sentences with words from the list.

turn notice look move show send leave mention relates see

- 1 Statistics \_\_\_\_\_ that export growth is at 5% this year.
- 2 You will \_\_\_\_\_ on this chart how many jobs have been lost.
- 3 Have a \_\_\_\_\_ at these figures.
- 4 A further point to \_\_\_\_\_ is that Bangalore has a highly-trained workforce.
- 5 Let's \_\_\_\_\_ our attention to the effects of this.
- 6 Looking at this slide, we can \_\_\_\_\_ the reason for the fall.
- 7 We've looked at India, so let's \_\_\_\_\_ on to China.
- 8 This next part \_\_\_\_\_ back to what I was saying earlier.
- 9 Before I go today, I'd like to \_\_\_\_\_ you with some food for thought.
- 10 The message I'd like to \_\_\_\_\_ you away with today is this.

#### Language at work

##### 3- Rewrite these sentences using the passive or active form.

- 1 A business award has been given to him.

He \_\_\_\_\_.

- 2 We expect he will leave straightaway.

It is \_\_\_\_\_.

- 3 You are being fired. I have made the final decision.

You are being fired. The final decision \_\_\_\_\_.

4 Sue still hasn't fixed the problem with all the computers.

The problem with all the computers \_\_\_\_\_.

5 Everyone knows that the CEO will retire next year.

It \_\_\_\_\_.

6 Employees will answer all customer complaints within five working days.

All customer complaints \_\_\_\_\_.

7 Somebody locks up the warehouse at ten.

The \_\_\_\_\_.

8 You were phoned while you were out.

Somebody \_\_\_\_\_.

9 They are promoting you to office manager.

You \_\_\_\_\_.

## UNIT 8

### Working with words

#### 4- Choose the correct answer from the words in *italics*.

1 They're offering people over 55 the chance to take early *retirement* / *redundancy*.

2 They've asked me to move to Sales, but it seems like a *transferable* / *sideways* move.

3 Many women in my position reach a *corporate* / *glass* ceiling and can't go any further.

4 If I take this course, it's a quick way to *update* / *train* my computer skills.

5 It's only a temporary *secondment* / *relocation* for six months while a colleague goes on maternity leave.

6 1,300 workers have been *laid off* / *unemployed* from a factory in Marseille.

7 To *appoint* / *retain* our key staff, it may be necessary to offer additional incentives.

8 We found that bringing in flexitime reduced staff *development* / *turnover* and in fact increased applications from skilled people.

9 Many employees prefer plenty of job *mobility* / *vacancy* to staying in one place for the whole of their career.

10 In order to get *in* / *on* in life, it's who you know, not what you know.

### Language at work

#### 5- Complete these sentences with the correct form of the verbs in brackets to make first or second conditionals.

1 If I ask Lisa, you \_\_\_\_\_ (ask) Tish.

2 But if I \_\_\_\_\_ (give) you my best people, who would I have left?

3 We \_\_\_\_\_ (not / have) a high turnover, if we paid a decent salary.

4 If we decide before Friday, then everyone \_\_\_\_\_ (know) by Monday.

5 What \_\_\_\_\_ (you / offer) if I could pay you in cash?

**6- Choose the correct answer from the words in *italics*.**

- 1 I won't do anything *supposing that* / *unless* everyone wants me to.
- 2 *In case* / *As long as* you keep quiet about your deal, no one else will ask about a remuneration package.
- 3 *Provided that* / *Unless* I have use of IT support all next week, there'll be no problems with installing the new software.
- 4 *Supposing* / *In case* we stretch the budget, then we can take on a trainee.